

**Program Manager  
FL-0340-02**

**Organizational Title: Senior Geospatial Leader**

**Position Description Number: 40812**

**Introductory Statement:**

The Bureau for Development, Democracy, and Innovation (DDI) integrates technical expertise with values-driven, cross-cutting priorities and modern approaches to the way USAID performs its work. It provides client-centered technical services to USAID's missions worldwide, supports programming to innovate, learn and address emerging issues, and provides technical leadership within the Agency and externally to enhance development impact.

DDI houses USAID's technical expertise in democracy, economics, education, energy, environment, citizen-responsive governance, human rights, religious and ethnic minorities, Indigenous Peoples, infrastructure, and market development, as well as cross-cutting development priorities, such as equality between women and men; religious freedom; innovation, technology and research; private-sector engagement; partnerships with diverse organizations, including local and faith-based groups; and inclusive development. DDI supports USAID's field Missions by helping them design and implement programs that are innovative, learn from successes and mistakes, and address emerging issues. DDI advises Missions and Operating Units on key interagency priorities, lead the development and implementation of many of USAID's corporate policies and strategies, and manage funding associated with Congressional and presidential directives.

This position is located within USAID's GeoCenter, a team of geographers and data scientists who apply geospatial analysis, create new mapping data, and build the capacity of USAID to use geographic information in addressing international development challenges.

The GeoCenter is located within the Innovation, Technology, and Research Hub of the Bureau for Development, Democracy, and Innovation (DDI). The Senior Geospatial Leader serves as the deputy to the head of the GeoCenter/Agency Geographer and is responsible for managing the daily operations of the USAID GeoCenter. The position requires leadership and technical direction to staff on how to integrate geographic analysis and insights into USAID's decision-making process. It involves engagement with officials from across the Agency so that USAID offices and field missions have access to the mapping, geospatial analysis, geographic data, and GIS tools needed to support their programs. The position also requires representing USAID in the interagency on federal level geospatial policy, technology investments, and data sharing agreements.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Management, Planning, and Guidance – 50%**

- Manages major projects, programs, and budgets for the head of the GeoCenter.
- Leads the development, coordination, and implementation of strategic plans to improve policies, practices, methods, and organizational structure.
- With supervisory authority, provides technical direction and guidance to GeoCenter staff to optimize the delivery of technical assistance to USAID offices in Washington, DC and field-based missions.
- Serves as the lead in developing strategies for planning and developing geospatial programs, which have international scope and impact, and is responsible for the development and documentation of long- and short-range planning efforts in relation to geospatial programs.
- Manages the daily functions of the GeoCenter, coordinating requests for technical assistance and assigning work projects to team members.
- Anticipates needs, requirements, and opportunities so that new efforts can be planned and integrated with current geospatial programs and priorities.
- Prepares and manages procurement actions related to digital geospatial technology; serves as AOR/COR of contract and grant awards for the GeoCenter.

**Technical Leadership – 25%**

- Advises USAID bureaus and field missions on integrating geospatial data, analysis, and geographic insights into decision-making.
- Supports development and implementation of USAID policies that institutionalize the use of geospatial data to enhance Agency programs.
- Assists USAID with building its geospatial capacity, including travel to field missions around the world.
- Collaborates with Agency officials across all bureaus and technical sectors.
- Serves on technical evaluation committees related to geospatial technologies.

**Representation and Communications– 25%**

- Briefs senior Agency officials.
- Prepares reports, presentations, and talking points.
- Represents USAID at invitational speaking events, panels, conferences, and seminars.
- Represents USAID on interagency geospatial committees.
- Represents USAID in international, academic, and private sector geospatial communities.
- Represents and serves in an “acting” capacity for the GeoCenter director when necessary.

Performs other duties as assigned.

**OTHER SIGNIFICANT FACTS:**

**Security Clearance Level – Secret**

**BUS code – 2283**

**Supervisory Code –**

**Financial Disclosure Form – Yes**  
**FLSA – Exempt**